

Town of Dunstable
Senior Services Director
Part-time

The **Town of Dunstable** has an opening for a Senior Services Director. This is a part-time position, budgeted for 13 hours per week. The Senior Services Director is responsible for administering, developing, maintaining, and scheduling senior programs, services, and events in the Town of Dunstable.

Job Duties:

Duties include supervisory, office management, and administrative functions, clerical tasks, and direct involvement in local, state, and federal programs for the elderly.

- Works collaboratively with the Council on Aging Board to set meeting agendas, post meeting notices, and submit approved meeting minutes in a timely manner;
- Attends monthly Council on Aging Board meetings and staff meetings;
- Works with Council on Aging Board to prepare Annual Town Report and Budget;
- Submit required state, regional, and federal reports, including the preparation of grant applications, grant reporting, and grant administration;
- Assists seniors in facilitating, referring, and filing applications for assistance programs or information, including fuel assistance and meals on wheels;
- Maintains attendance records for outreach programs, classes, and activities;
- Organizes weekly lunch program for seniors including the coordination of caterers and meal preparation;
- Arrange and schedule transportation services for medical appointments and other critical needs;
- Recruit, train, support, and supervise volunteers for various senior activities and donations of medical equipment (crutches, walkers, etc.) for disabled seniors in the community;
- Utilize multiple communication avenues (website, paper, phone calls, emails, social media) to keep seniors aware of program opportunities;
- Other duties as may be required.

Skills and Qualifications

- Ability to communicate and interact with the general public, town departments, elected officials, and Dunstable's seniors in a professional manner
- Strong budgeting skills and ability to manage and track expenditures
- Proficient with Microsoft Office Suite including Word, Outlook, Excel, and PowerPoint
- Valid Massachusetts Driver's License
- Knowledge of the Town of Dunstable, Town operations, and the senior population is preferable

The base hourly rate of pay is \$26 to \$28. If interested, please submit your resume to Jason Silva, Town Administrator, at jsilva@dunstable-ma.gov by June 7, 2024. The Town of Dunstable is an Equal Opportunity Employer.